

Checklist A

Financial Management Capacity Questionnaire for Implementing Partners Working With CIFOR.

Summary Assessment

Name of implementing Partner: **University of Hohenheim**

Date: 26 May 2026

Questions	Partner Response	CIFOR Response
- Is the organisation legally registered? - Describe nature of legal registration - Provide copies of registration documents	Yes. University of Hohenheim is State University of the Federal State of Baden-Württemberg, Germany, as per section 1 subsection 1 sentence 2 no. 1 of the Act on Higher Education of the State of Baden-Württemberg. It is a corporation under public law and simultaneously a state institution. Copy "Certification" issued by the Baden-Württemberg Ministry of Science, Research and Arts of 04.02.2025 attached (Ref. MWK41-771-4/3/9).	
- Please provide the organization structure for the accounting/financial management unit indicating - The number of accounting staff in the organization - The professional qualifications of the accounting team such as ACCA, CA, CPA, CIMA etc	University Administration – Financial Department (AW): - e-Finance Management and Services; - Budget (AW1); - Central Procurement (AW2); - Finance Accounting and Payments (AW3); - Taxes (AW4); - Third-Party Funding Administration (AW5). Staff: 50 people Qualifications: Administrative professionals	

Questions	Partner Response	CIFOR Response
- Which accounting basis does your organization apply? i.e. cash or accruals accounting - Does the organization have accounting software with a chart of accounts? - Describe how the accounting software captures all project costs components (in particular donors, cost type, budget line details) - Please explain how you ensure that financial reports are accurate, in the correct format, and submitted timely	Commercial Accounting Yes There are mandatory disclosures in commercial accounting. There is a research management system that contains guidelines for reports, etc.	
- Does the organization have written financial, personnel and procurement policies and procedures guidelines - Please provide soft copies of the policies and procedures	Landeshaushaltsordnung (LHO) (<i>Baden-Württemberg State Budgetary Regulation of 19.10.1971</i>) Tarifvertrag-Land (TV-L) (<i>Collective Agreement for the public sector in the federal states, TV-L "Science" of 12.10.2006, as amended by the 13th Amendment of 09.12.2023</i>) VwV Beschaffung (<i>Administrative Regulation of the State Government on the Award of Public Contracts of 23.07.2024, Ref. WM17-02-134/171</i>)	

Questions	Partner Response	CIFOR Response
- Is your organization subject to annual external audits? - If yes, please provide name of the audit firm(s)	Yes Rödl & Partner, Friedrichstr. 6, 70714 Stuttgart, Phone: +49 711 7819 140	
Please provide audited financial statements for the organization for the last three years.	We are part of the State of Baden-Württemberg and are included in the State Budget	
Describe your organisation's internal controls over project budget management, cash and bank balances, project advances, project assets and inventories	Availability control is installed in the SAP system.	
Describe your organisation's previous grant management experience with donor funded organization such as CIFOR. List the details of the grants managed in the last three years indicating donor, grant amount, grant period and details of the contact person(s)	"Reaching Smallholder Women with Information Services and Resilience Strategies to Respond to Climate Change" (Research Agreement No.: 2019X313.UOH Amend #2 between University of Hohenheim and IFPRI, 21.02.2023; IFPRI Project No: 600250.000.001 520-01-01 / 104-10-01; revised term: 01.09.2019-30.06.2023, Contract Total: USD 66,031.41) UHOH: Prof. Dr. Regina Birner; Dr. Janine Forler-Kettering, Head of Research Support Department; IFPRI: Claudia Ringler, Project Manager; Channing Arndt, Division	

Questions	Partner Response	CIFOR Response
	Director; Liza Almendrala, Head, Contracts and Grants	

Certification

I, the undersigned, warrant that, at the date of this certification, the information provided in this assessment checklist is true and accurate. I also undertake to notify CIFOR of any changes that may take place during the tenure of the agreement (if awarded). I also agree that any false declaration may result in the cancellation of a sub grant if awarded following the FMS assessment carried out using this checklist.



Name: Prof. Dr. Christoph Schneider

Title: President

Dr. Christian Marchetti
Deputy Head of Research and
Transfer Services Department

UNIVERSITY OF HOHENHEIM
PRESIDENT